



# Visvesvaraya Technological University

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Ref. No.VTU/BGM/Reg(E)/PS/2017-2018/1743

Date : 16.07.2017

## CIRCULAR

**Sub: Conduct of Practical Examinations for UG and PG Programs -reg.**

**Ref.** No.VTU/BGM/Reg(E)/PS/2017-2018/1787, dated 15.07.2017

With reference to the above, following clarifications are provided in respect of conduct of Practical Examinations:

1. Procedure detailed in the above cited circular is for the submission of PRACTICAL MARKS through online web portal.
2. In the said procedures following clarifications are provided:
  - a. Login for Practical Batch Creation - Departmental login used for IA entry shall be used.
  - b. Login for Practical Examiner assignment - Principal login used for IA entry shall be used.
  - c. Login for Practical Marks Entry - Departmental login used for IA entry shall be used.
  - d. Principal has to assign examiners as per the list approved by the concerned Board of Examiners.
  - e. The printout of the marks sheet shall be submitted to the Principal/Chief Superintendent in a sealed cover.
3. In case of I/II Semester B.E./B.Tech., where a practical batch is consisting of
  - Students from multiple branches,
  - Students from both 1<sup>st</sup> and 2<sup>nd</sup> semestersmultiple batches can be created and same examiners are to be assigned to all batches and marks entry for all batches are to be done by same examiners:

For Ex: No. of students in a batch : 10

Out of 10 students, 4 students may be from one branch and the other six may be from different branch or from different semesters.

In such cases, colleges shall create two batches and assign the same examiners for both the batches and the same examiners have to make marks entry.
4. **Colleges shall facilitate the examiners with required infrastructure (computer with internet or Laptop with internet and a printer) within or adjacent to the Laboratories where the practical examinations are conducted to make the marks entry and to take a printout of the marks sheet/s.**

5. All the duly signed marks sheets in respect of one batch (may consist of two or more marks sheets) shall be placed in a single sealed cover and submitted to the Principal/Chief Superintendent.
6. The marks once freezed are final and no corrections can be done.
7. Both the examiners and the colleges are not permitted to retain copy of the marks sheets with them.
8. The duly signed marks sheets submitted by the examiners in sealed covers, are to be submitted to the University within three days from the date of completion of practical examinations of a particular semester.

The Principals of constituent and affiliated engineering colleges are requested to bring the contents of this circular to the notice of all the concerned.

Sd/-

**REGISTRAR (EVALUATION)**

**To, The Principals of Constituent and Affiliated Engineering colleges**

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. To VC, VTU Belgaum, for information.
2. The Registrar, VTU Belgaum, for information.
3. The Incharge Regional Directors of VTU Regional Offices, for information & needful.

*Buniga* 16/7/17  
**REGISTRAR (EVALUATION)**